



Lot Reconfiguration (Type II)

Handout # 23-A Revised 1/6/03

What is a Lot Reconfiguration?

A lot reconfiguration can be used to boundary line adjust existing legal non-conforming lots to less than the current minimum lot size, only in Forest and Agricultural, and Urban Holding Districts. This action is taken where it is in public interest to encourage the protection of sensitive lands, expand the amount of commercially viable resource land under single ownership, protect and buffer designated resource lands and reduce the amount of road and utility construction. In the end, each resulting nonconforming parcel shall be at least one (1) acre in size with a minimum width of at least one hundred and forty (140) feet. Other lot requirements are established in the code.

Can I create new lots through this process?

State and County laws do not allow the creation of new lots through lot reconfiguration. As a result part of the review involves the determination that all of the lots being reconfigured are existing legal lots of record.

What is the application review process?

This requires a Type II review process, and a decision is made by the planning director.

The first step is to submit a completed Type II Lot Reconfiguration Application (see attached), fee, and a copy of the submittal requirements (list is attached) to the Customer Service Center. A decision on the application will be made within 78 days from the date your application is deemed Fully Complete.

What if I didn't submit all of the required information for the Lot Reconfiguration?

The County conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting your application, the Customer Service staff will conduct a “**Counter Complete**” review of your submittal packages. This initial review ensures that **all items with a bold underlined space** listed within the Type II Lot Reconfiguration review submittal requirements have been submitted before accepting your application (see attached submittal list). These include:

1. Application Form
2. Application Fee
3. Legal Description
4. Site Plan

5. Written narrative
6. Development Review Evaluation
7. Submittal Copies

Once your application is accepted, the original submittal package is routed to our review staff. Staff conducts a second completeness check, known as the “**Fully Complete**” review. This more detailed review ensures that **all items with a box to the left** listed under the numbered headings of the attached submittal requirements have been submitted.

If required items are missing from your original submittal, you will receive a letter of “**Not Fully Complete**,” with a list of the missing items. If you have not submitted the requested information within 30 days of this written request, staff will return your application and refund the application fee, less the processing costs incurred to date.

If **all** of the submittal requirements have been met, you will receive a “Fully Complete” determination letter and the technical review will begin.

What kind of public notice is provided for a Lot Reconfiguration?

Within 14 calendar days from the “Fully Complete” date, a notice describing the proposal will be mailed to property owners within a 300' radius (if within an urban growth boundary), and a 500' radius (if outside an urban growth boundary) of the project site and to the applicant.

The notice will invite written comments to be submitted within 14 calendar days of the date of the notice. Copies of any written comments received in a timely manner will be sent to the applicant. The applicant may submit a written response within 14 days from the date the comments are mailed.

What is a Staff Report and when will the Lot Reconfiguration decision be made?

Staff’s role is to prepare a Staff Report that summarizes their review of the proposal against the requirements of the Clark County Code (CCC). In this report, staff will make a decision to approve, approve with conditions or deny the application. This written report will be mailed to the applicant within 78 calendar days of the “Fully Complete” determination.

Can the decision be appealed?

The Planning Director’s decision may be appealed to the County Hearings Examiner by the applicant or any party of record. An appellant must submit an appeal application and **\$1009** fee within 14 calendar after the written notice of the decision is mailed.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code (CCC) 17.103.020(I); Revised Code of Washington (RCW) 58.17.040(6); CCC 18.300.065 (AG/Wildlife District); CCC 18.302.095 (Forest/Agriculture District); CCC 18.306.065 (Urban Holding District)

**Public Service Center
Department of Community Development
1300 Franklin Street
P.O. Box 9810
Vancouver, WA 98666-9810
Phone: (360) 397-2375; Fax: (360) 397-2011
Web Page at: <http://www.clark.wa.gov>**

**Department of Community Development
Battle Ground Satellite Office
701 East Main Street
Battle Ground, WA 98604
Phone: (360) 687-7126**

DEVELOPMENT REVIEW LOT RECONFIGURATION SUBMITTAL REQUIREMENTS

The following checklist identifies information to be included with the Application. All items with a bold underlined space (i.e.,) must be submitted before the application will be considered “**Counter Complete**.” All items with a box to the left must be submitted before the application will be determined “**Fully Complete**.” All bulleted items must be submitted, as applicable, but are not a “Fully Complete” requirement.

At the time of application, only **one copy of the main submittal** with original signatures **shall be submitted and bound by a jumbo clip or rubber band.**

Once the original application contains all the required information, the applicant will be contacted to submit additional copies of the main submittal.

1. **COVER SHEET AND TABLE OF CONTENTS** - Each submittal packet shall contain a cover sheet that contains the project name and applicant's name, address, e-mail address, and phone number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.
2. **APPLICATION FORM** - The application form shall be completed and original signed in ink by the applicant.
3. **APPLICATION FEE** - The requisite fee for site plan review shall accompany the application. The check is to be made payable to "Clark County Community Development".
4. **DEVELOPER'S GIS PACKET INFORMATION**
A copy of the “Developer's GIS Packet” shall be submitted with the site plan application submittal. The “Developer's GIS Packet” is available at the Customer Service Center for \$30.00, and contains the following information:
 - General Location Map
 - Property Information Fact Sheet
 - Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map
 - Elevation Contours Map
 - Photography Map
 - Photography Map with Contours
 - Zoning Map
 - Comprehensive Plan Map
 - Water, Sewer and Storm Systems Map

- Soil Type Map
- Environmental Constraints Map
- Quarter Section Map

5. **NARRATIVE**

A written narrative shall be submitted that describes the existing conditions and proposal in detail, including how applicant meets the requirements of CCC 18.302.095(B).

6. **EXISTING SITE PLAN**

- ❑ The existing lot plan shall be drawn to a minimum engineer's scale of 1" = 200' on a sheet no larger than 24" x 36".

7. **PROPOSED SITE PLAN**

- ❑ The proposed plan shall be drawn to a minimum engineer's scale of 1" = 200' on a sheet no larger than 24" x 36".

The following information shall be clearly depicted on the proposed site plan:

GENERAL INFORMATION

- ❑ Applicant's name, mailing address and phone number;
- ❑ Owner's name and mailing address;
- ❑ Contact person's name, mailing address, and phone number;
- ❑ North arrow (orientated to the top, left or right of page) scale and date;
- ❑ Vicinity map covering ¼ mile radius from the development site (not required for rural area plans); and,
- ❑ Area of the site in acres or square feet.

Water and Sewer

- ❑ Location and direction to nearest fire hydrant (see GIS Packet);
- Location of existing sewage disposal systems and wells on the site; and,
- Location of existing sewage disposal systems and wells within 100 feet of the site (as available from the Health District).

8. **LEGAL LOT DETERMINATION INFORMATION**

The preliminary site plan shall encompass the entire area of the legal lot(s) involved in the site plan and designate the proposed use (i.e., lots, tracts, easements, dedications) for all land contained within the plan and any boundary line adjustments to be completed prior to final site plan approval. In order to demonstrate that the subject lot(s) has been created legally, the following must be submitted:

- ❑ Current owner's deed if lot determination not required, as specified in the Pre-Application Conference Report, or one of the following:

- ❑ Prior County short plat, subdivision, lot determination or other written approvals, if any, in which the parcel was formally created or determined to be a legal lot; or,
- ❑ Sales or transfer deed history dating back to 1969, to include copies of recorded deeds and/or contracts verifying the date of creation of the parcel in chronological order with each deed identified with the Assessor's lot number.

9. DEVELOPMENT REVIEW EVALUATION

___ One copy of the completed Development Review evaluation from the Southwest Washington Health District.

10. SUBMITTAL COPIES:

___ One copy of the main submittal, bound by a jumbo clip or rubber band, with original signatures.

When all required information is submitted with the original application, the applicant will be directed to submit five (5) additional individually bound copies of the main submittal, including copies of the "Developer's GIS Packet" and 2 reduced copies of 11" x 17" for all sheets larger than 11" x 17."

Staff Notes:

1. _____
2. _____
3. _____
4. _____

This application was determined to be Counter Complete on:

___/___/___

Community Development Specialist: _____

TYPE II LOT RECONFIGURATION PERMIT FEES

Lot Reconfiguration
Legal lot determination

\$88
\$482 + 176/lot over 2

DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1400-Revised 2/19/02)



PROJECT NAME:		
TYPE(S) OF APPLICATION (See Reverse Side):		
DESCRIPTION OF PROPOSAL:		
APPLICANT NAME:	Address:	
E-mail Address:	Phone and Fax:	
PROPERTY OWNER NAME (list multiple owners on a separate sheet):	Address:	
E-mail Address:	Phone and Fax:	
CONTACT PERSON NAME (list if not same as APPLICANT):	Address:	
E-mail Address:	Phone and Fax:	
PROJECT SITE INFORMATION: Site Address:		Comp Plan Designation:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature

Date

Assigned at Customer Service Center	CASE NUMBER:	
	WORK ORDER NUMBER:	

APPLICATION TYPES

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

Environmental/Critical Areas:

- ☐ Archaeological
- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland

Land Division:

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat
- ☐ Subdivision

Miscellaneous:

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Garden Shed Setback Waiver
- ☐ Home Occupation
- ☐ Legal Lot Determination & Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Reconstruct Letter
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

Planning Director Review:

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Other

- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change